

ORDINANCE 07-16

AN AMENDMENT OF SALARY ORDINANCE 06-58

WHEREAS, the Town of Westfield, Indiana ("Town") through it's elected Town Council ("Council") is responsible for the creation and publication of the budget for the Town of Westfield as well as the required Salary Ordinance; and

WHEREAS, that Salary Ordinance 06-58 has been previously adopted by this Council; and

WHEREAS, the Council has been informed by the elected Westfield Clerk-Treasurer that an amendment is necessary; and

WHEREAS, the Council recognizes that the amendment may be necessary for the Clerk-Treasurer to carry out her required duties;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTFIELD, INDIANA:

Section 1. That Salary Ordinance 06-58 should and shall be amended by replacing attachments "A" and "C" with the amended attachments "A" and "C" attached hereto and incorporated by reference herein.

Section 2. That the previous attachments to Ordinance 06-58 shall be deemed void.

Section 3. That the Clerk-Treasurer is ordered to replace the attachments on Salary Ordinance 06-58 with the attachments herein and published and filed pursuant to law.

Section 4. Any portion of this Ordinance that may later be deemed invalid shall not effect the remaining provisions.

Section 5. This Ordinance shall be in full force and effect upon its passage and publication, as provided by the laws of the State of Indiana.

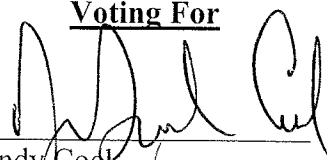
ALL OF WHICH IS ORDAINED this 10 day of Sept, 2007.

WESTFIELD TOWN COUNCIL

Voting For

Voting Against

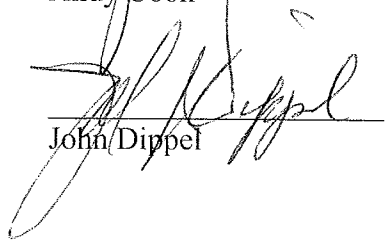
Abstain



Andy Cook

Andy Cook

Andy Cook



John Dippel

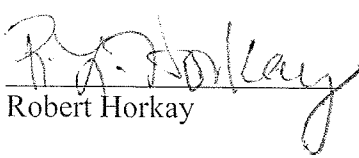
John Dippel

John Dippel

John Hart

John Hart

John Hart



Robert Horkay

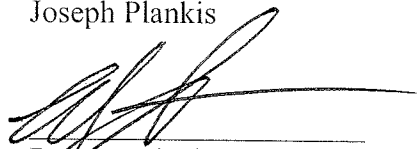
Robert Horkay

Robert Horkay

Joseph Plankis

Joseph Plankis

Joseph Plankis



Robert J. Smith

Robert J. Smith

Robert J. Smith

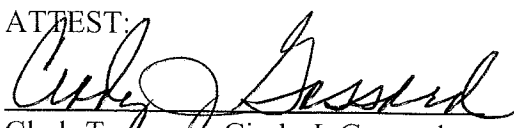


Ron Thomas

Ron Thomas

Ron Thomas

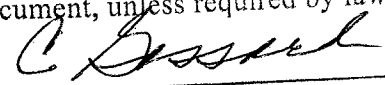
ATTEST:



Clerk-Treasurer, Cindy J. Gossard

This Ordinance prepared by:
Brian J. Zaiger
Krieg DeVault, LLP
12800 North Meridian
Carmel, Indiana 46032
(317) 238-6266

"I affirm, under the penalties of perjury,
that I have taken reasonable care to redact
each Social Security Number in this
document, unless required by law"



Signed

2007 Salary Ordinance

Attachment A

| | Annual | | Hourly |
|---|---------------------|-----------|-------------------|
| | Base Amount | Paid | Amount for |
| | For Salary | Annual | Salary |
| | Ordinance | Hours | Ordinance |
| Salaried Department Heads | | | |
| Town Manager | \$75,000 - \$90,000 | 1950 | |
| Clerk Treasurer | \$45,000 - \$55,000 | 1950 | |
| WPW Director | \$75,000 - \$90,000 | 2080 | |
| Police Chief | \$60,000 - \$70,000 | 2080 | |
| Fire Chief | \$60,000 - \$70,000 | 2080 | |
| Planning Director | \$60,000 - \$75,000 | 1950 | |
| Administration Director | \$55,000 - \$70,000 | 1950 | |
| IT Director | \$60,000 - \$70,000 | 1950 | |
| EMS Director | \$45,000 - \$55,000 | 2080 | |
| Parks Director | \$45,000 - \$55,000 | 1950 | |
| General Administration | | | |
| Admin General Clerical | | 1950 | \$13.53 - \$17.50 |
| Admin Technical | | 1950 | \$16.45 - \$21.00 |
| Deputy Clerk Treasurer | | 1950 | \$13.53 - \$16.45 |
| Information Technology | | | |
| I.T. Technical Support | | 1950 | \$16.45 - \$23.50 |
| Systems/ Network Administrators | \$40,000 - \$55,000 | 1950 | |
| Community Services | | | |
| Planners | \$33,000 - \$50,000 | 1950 | |
| Office Manager | | 1950 | \$16.45 - \$21.00 |
| Building Inspectors | | 1950 | \$16.45 - \$21.00 |
| Plan Reviewers | | 1950 | \$13.53 - \$16.45 |
| Building Commissioner | | 1950 | \$22.40 - \$29.72 |
| Police Department | | | |
| Patrol Officers/ Detectives | \$40,000 - \$65,000 | 2080 | |
| Administrative / Clerical | | 1950 | \$13.53 - \$16.45 |
| Administrative/Technical | | 1950 | \$16.45 - \$21.00 |
| Office Manager | | 1950 | \$21.00 - \$27.86 |
| Fire Department | | | |
| Fire Fighter/ EMT/ EMS | \$35,000 - \$60,000 | 2756/2080 | |
| Administrative Clerical | | 1950 | \$13.53 - \$16.45 |
| Public Works | | | |
| See Attachment C | | | |
| OTHER | | | |
| Attorney(Plan comm& BZA) | Up to \$25,000 | | |
| Attorney (Town) | Up to \$25,000 | | |
| Advisory Plan Commission Members | \$1,060 | | |
| Town Council Members | \$7,365 | | |
| Town Council President(additional) | \$1,000 | | |
| Fire,Police, WPW Stipends | \$750 - \$1000 Per | | |
| Public Works/Town Manager Stipend | \$5.77 per hour | | |
| Clerk Treasurer Stipends | \$3,000 | | |
| Longevity Pay of \$150 per year of Westfield service is added to the Professional Fire, Police salaries | | | |
| Longevity (Schedule 1 attached) | | | |

ATTACHMENT C

Policy: AD-06-12

Policy Title: Position Classification Plan Policy

Policy Purpose: Identifies objectives, positions, duties, titles, qualifications, responsibilities, and provisions for reclassification.

Implementation Date: 01/01/2007

Revision Date: 07/09/2007

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

POSITION CLASSIFICATION PLAN POLICY

| Division | Code | Position Title | Grade ** | Stipend *** | FTE |
|--|------|-------------------------------------|-------------|----------------|-----|
| | * | | | | |
| Administration = A | A | Director | F1-F5 | N/A | 1 |
| | A | Assistant Director | F1-F5 | 1, 2, or 3 | 1 |
| | A | Division Manager | E1-E5 | 1, 2, or 3 | 0 |
| | A | Technical Services Manager | F1-F5 | 1, 2, or 3 | 1 |
| | A | Utilities Superintendent | D1-D5 | 1, 2, or 3 | 1 |
| | R | Office Manager | C1-C5 | 1, 2, or 3 | 1 |
| | D | Director of First Impressions | B1-B5 | 1, 2, or 3 | 1 |
| | P | Accounting Specialist | C1-C5 | 1, 2, or 3 | 2 |
| | R | Information Specialist | C1-C5 | 1, 2, or 3 | 1 |
| | P | Safety and Loss Control Coordinator | D1-D5 | 1, 2, or 3 | 1 |
| | R | Public Relations | C1-C5 | 1, 2, or 3 | 1 |
| Instrumentation and Control = I | A | Supervisor | E1-E5 | 1, 2, or 3 | 1 |
| | T | I & C Technician | C1-C5 | 1, 2, or 3 | 1 |
| Water = W | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Field Service Representative | B1-B5 | 1, 2, or 3 | 2 |
| | S | Operator | C1-C5 | 1, 2, or 3 | 1 |
| | S | Relief Operator | C1-C5 | 1, 2, or 3 | 1 |
| | S | Meter Reader | A1-A5 | 1, 2, or 3 | 1 |
| | M | Laborer | A1-A5 | 1, 2, or 3 | 2 |
| Wastewater = WW | A | Plant Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Collection Foreman | C1-C5 | 1, 2, or 3 | 1 |
| | S | Plant Operator | C1-C5 | 1, 2, or 3 | 1 |
| | S | Lift Operator | B1-B5 | 1, 2, or 3 | 2 |
| | M | Laborer | A1-A5 | 1, 2, or 3 | 3 |

ATTACHMENT C

| | | | | | |
|---|---|--|-------|------------|---|
| Street, Grounds, and Maintenance = S | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Street Crew Leader | C1-C5 | 1, 2, or 3 | 1 |
| | S | Master Repairman | C1-C5 | 1, 2, or 3 | 1 |
| | S | Senior Equipment Operator | C1-C5 | 1, 2, or 3 | 1 |
| | M | Sign Maintenance Technician | B1-B5 | 1, 2, or 3 | 1 |
| | M | Tool Crib Attendant | B1-B5 | 1, 2, or 3 | 1 |
| | M | Custodian | A1-A5 | 1, 2, or 3 | 1 |
| | M | Street Laborer II | B1-B5 | 1, 2, or 3 | 2 |
| | M | Street Laborer | A1-A5 | 1, 2, or 3 | 3 |
| | S | G&M Crew Leader | C1-C5 | 1, 2, or 3 | 1 |
| | M | G&M Laborer II | A1-A5 | 1, 2, or 3 | 1 |
| | M | G&M Laborer | A1-A5 | 1, 2, or 3 | 3 |
| | M | Part-Time Laborer | A0 | 1, 2, or 3 | 5 |
| Customer Service = C | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | D | Billing Clerk | C1-C5 | 1, 2, or 3 | 1 |
| | D | Customer Service Representative | B1-B5 | 1, 2, or 3 | 2 |
| | D | Inquiries Clerk | A1-A5 | 1, 2, or 3 | 1 |
| Development Construction = D | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | T | Plan Reviewer | C1-C5 | 1, 2, or 3 | 2 |
| | T | Senior Inspector | D1-D5 | 1, 2, or 3 | 1 |
| | T | Inspector | C1-C5 | 1, 2, or 3 | 2 |
| | T | Encroachment/Erosion Control Inspector | C1-C5 | 1, 2, or 3 | 2 |
| Geographical Information System = G | P | Coordinator | E1-E5 | 1, 2, or 3 | 1 |
| | T | Technician II | D1-D5 | 1, 2, or 3 | 2 |
| | T | Technician I | C1-C5 | 1, 2, or 3 | 1 |
| | T | Locator | C1-C5 | 1, 2, or 3 | 1 |
| Engineering = E | P | Engineer | E1-E5 | 1, 2, or 3 | 1 |
| | P | Engineer In Training | D1-D5 | 1, 2, or 3 | 1 |
| | T | Engineer Technician | D1-D5 | 1, 2, or 3 | 2 |

ATTACHMENT C

- * A= Officials and Administrators
- P = Professionals
- T = Technicians
- R= Para-Professionals
- D= Administrative Support
- S = Skilled Craft Workers
- M = Service/Maintenance Workers

ATTACHMENT C

**

| Grade | Compensation Band (per annum) |
|-------|-------------------------------|
| A0 | \$10.50/hr |
| A1 | 10.60 – 11.13 |
| A2 | 11.13 – 11.69 |
| A3 | 11.69 – 12.27 |
| A4 | 12.27 – 12.89 |
| A5 | 12.89 – 13.53 |
| B1 | 13.53 – 14.21 |
| B2 | 14.21 – 14.92 |
| B3 | 14.92 – 14.92 |
| B4 | 14.92 – 15.67 |
| B5 | 15.67 – 16.45 |
| C1 | 16.45 – 17.28 |
| C2 | 17.28 – 18.14 |
| C3 | 18.14 – 19.05 |
| C4 | 19.05 – 20.00 |
| C5 | 20.00 – 21.00 |
| D1 | 21.00 – 22.05 |
| D2 | 22.05 – 23.16 |
| D3 | 23.16 – 24.31 |
| D4 | 24.31 – 26.54 |
| D5 | 26.54 – 27.87 |
| E1 | 27.87 – 29.26 |
| E2 | 29.26 – 30.72 |
| E3 | 30.72 – 32.26 |
| E4 | 32.26 – 33.87 |
| E5 | 33.87 – 35.57 |
| F1 | 35.57 – 37.30 |
| F2 | 37.30 – 39.17 |
| F3 | 39.17 – 41.13 |
| F4 | 41.13 – 43.18 |
| F5 | 43.18 – 45.34 |

ATTACHMENT C

| Stipend | Operator Certifications | Compensation (hourly wage value) |
|----------------|------------------------------------|---|
| 1 | One Certification | \$0.24 |
| 2 | Two Certifications | \$0.48 |
| 3 | Three Certifications | \$0.72 |

ATTACHMENT C

JOB CATEGORY DEFINITIONS

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: Department Head, Director, Operations Manager, Technical Service Manager, and Supervisors.

Code = A

2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Accounting Specialist, Engineer, GIS Coordinator, Safety and Loss Control Coordinator, and Supervisor.

Code = P

3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Engineering Technician, Plan Reviewer, GPS/GIS Technician, Senior Inspector, Inspector, Encroachment Inspector, I.T. Technician, Erosion Control Inspector, and Laboratory Analyst.

Code = T

4. Para-Professionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: Public Education & Outreach Coordinator, Information Specialist, and Office Manager.

Code = R

5. Administrative Support (Including Office and Clerical): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork

ATTACHMENT C

required in an office. Includes: Billing Clerk, Director of First Impressions, Customer Service Representative, and Inquiries Clerk.

Code = D

6. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training programs. Includes: Wastewater Collection System Foreman, Crew Leader, Master Repairman, Senior Equipment Operator, Field Service Representative, Water Operator, Water Relief Operator, Wastewater Lift Operator, Wastewater Plant Operator, and Meter Reader.⁴

Code = S

7. Service/Maintenance Workers: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Street Laborer, Sign Maintenance Technician, Grounds and Maintenance Laborer, Custodian/Toolcrib Attendant, and Laborer.

Code = M

JOB CLASSIFICATION NOMENCLATURE

Each position within the department will be classified via a nomenclature system that represents the following attributes: Division, Title, Grade, and Stipend.

Example: WAF42

Division: Water = W

Title: Supervisor = A

Grade: F4

Stipend: 2

Bruce A. Hauk, Director
Westfield Public Works Department

ORDINANCE NUMBER 06-58

2007 Salary Ordinance

AN ORDINANCE OF THE TOWN OF WESTFIELD
CONCERNING SALARIES, WAGES, BENEFITS, STIPENDS AND OTHER
COMPENSATION FOR THE 2007 CALENDAR YEAR

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTFIELD:

Section 1

The salaries, hourly wages, stipends, and other compensation for employees of the Town of Westfield are described on Attachment A or described in this ordinance.

Section 2

Additional comments regarding town attorney compensation.

Attorney for the Town:

Compensation per Attachment A plus additional compensation for extraordinary duties assigned by the Town Council during the year.

Attorney for the Plan Commission and Board of Zoning Appeals

Compensation per Attachment A plus additional compensation for extraordinary duties recommended by the Plan Commission and Board of Zoning Appeals and authorized by the Town Council.

Section 3.

The employee contribution to the Public Employee's Retirement Fund (PERF) will be paid for the employees by the Town of Westfield.

Section 4.

The retirement contributions and other benefit programs offered by the Town of Westfield on behalf of the employees are described on Attachment B.

Section 5.

A specific salary schedule for the employees of the Westfield Public Works is described on **Attachment C.**

ADOPTED AND PASSED THIS 11 DAY OF Dec, 2006, BY THE
WESTFIELD TOWN COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD TOWN COUNCIL

Voting For

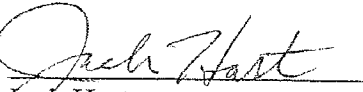
Voting Against

Abstain


Teresa Otis Skelton

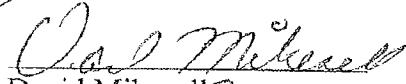
Teresa Otis Skelton

Teresa Otis Skelton


Jack Hart

Jack Hart

Jack Hart


David Mikesell

David Mikesell


David Mikesell


Bob Smith

Bob Smith


Bob Smith

Ron Thomas


Ron Thomas

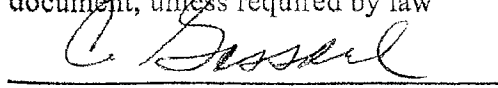
Ron Thomas

ATTEST:


Clerk-Treasurer, Cindy Gossard

This document prepared by
Jerry Rosenberger, Town Manager

"I affirm, under the penalties of perjury,
that I have taken reasonable care to redact
each Social Security Number in this
document, unless required by law"


Signed

**2007 Salary Ordinance
Attachment A**

| | Annual Base Amount For Salary Ordinance | Paid Annual Hours | Hourly Amount for Salary Ordinance |
|---|--|----------------------------------|---|
| Salaried Department Heads | | | |
| Town Manager | \$75,000 - \$90,000 | 1950 | |
| Clerk Treasurer | \$45,000 - \$55,000 | 1950 | |
| WPW Director | \$75,000 - \$90,000 | 2080 | |
| Police Chief | \$60,000 - \$70,000 | 2080 | |
| Fire Chief | \$60,000 - \$70,000 | 2080 | |
| Planning Director | \$60,000 - \$75,000 | 1950 | |
| Administration Director | \$55,000 - \$70,000 | 1950 | |
| IT Director | \$60,000 - \$70,000 | 1950 | |
| EMS Director | \$45,000 - \$55,000 | 2080 | |
| Parks Director | \$45,000 - \$55,000 | 1950 | |
| General Administration | | | |
| Admin General Clerical | | 1950 | \$13.53 - \$16.45 |
| Admin Technical | | 1950 | \$16.45 - \$21.00 |
| Information Technology | | | |
| I.T. Technical Support | | 1950 | \$16.45 - \$21.00 |
| Systems/ Network Administrators | \$40,000 - \$55,000 | 1950 | |
| Community Services | | | |
| Planners | \$33,000 - \$50,000 | 1950 | |
| Office Manager | | 1950 | \$16.45 - \$21.00 |
| Building Inspectors | | 1950 | \$16.45 - \$21.00 |
| Plan Reviewers | | 1950 | \$13.53 - \$16.45 |
| Building Commissioner | | 1950 | \$22.40 - \$29.72 |
| Police Department | | | |
| Patrol Officers/ Detectives | \$40,000 - \$65,000 | 2080 | |
| Administrative / Clerical | | 1950 | \$13.53 - \$16.45 |
| Administrative/Technical | | 1950 | \$16.45 - \$21.00 |
| Office Manager | | 1950 | \$21.00 - \$27.86 |
| Fire Department | | | |
| Fire Fighter/ EMT/ EMS | \$35,000 - \$60,000 | 2756/2080 | |
| Administrative Clerical | | 1950 | \$13.53 - \$16.45 |
| Public Works | | | |
| See Attachment C | | | |
| OTHER | | | |
| Attorney(Plan comm& BZA) | Up to \$25,000 | | |
| Attorney (Town) | Up to \$25,000 | | |
| Advisory Plan Commission Members | \$1,060 | | |
| Town Council Members | \$7,365 | | |
| Town Council President(additional) | \$1,000 | | |
| Fire,Police, WPW Stipends | \$750 - \$1000 Per | | |
| Clerk Treasurer Stipends | \$3,000 | | |
| Longevity Pay of \$150 per year of Westfield service is added to the Professional Fire, Police salaries | | | |
| Longevity (Schedule 1 attached) | | | |

Benefit Summaries 2007

Civilian Personnel

(General Administration, Police Admin Clerical, Fire Admin. Clerical, Community Development, Building Department, Westfield Public Works Department, and EMS personnel)

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION – As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS –As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM - As provide for all employees

RETIREMENT

Civilian PERF – 9.00% (2007) is contributed by the town for the PERF program (Public Employees Retirement Fund)

1. 3% is contributed on behalf of the employee (employee's contribution) and identified in a private account for the employee. This money is available to the employee if they would resign from the town. Once the employee begins to draw a retirement check from PERF this fund may be used to supplement that monthly retirement or received in full at retirement.
2. 6.00% is contributed for the employee (town's contribution) and is added to the general state retirement fund that supports all state employees through the PERF retirement program.

457 Plan (Supplemental Retirement Plan)

The Town of Westfield offers three supplemental 457 retirement plan options to all employees. Employees may contribute (pre tax) a maximum amount authorized by law into one of these accounts (Valic, National Retirement Solutions, or The Hartford).

Town Matching Contribution

To encourage employee participation in the 457 plans, the town makes a matching contribution of \$.50 for each \$1.00 contributed up to 6% of base pay for all civilian employees. This matching contribution is made in June and December of each year.

Attachment B

HOLIDAY PAY SCHEDULE

As approved by the Town Council. Pay for actual days approved by Council coordinated with approval with supervision.

Professional Police Personnel

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION– As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Supplemental Retirement Plan

To supplement retirement (because police officers are not part of the POLICE AND FIRE PERF program), the town contributes 13% of the officer's base pay into the 457 plan of their choice. This is done in June and December of each year. This plan, begun in 2000 is for all current and future police officers, and represents a continuing supplemental retirement program for police officers.

Buy Back Plan

Because of significant previous years of service to the Town of Westfield before the new "Supplemental Plan" was put into place, the Town is making an additional payment into selected employee's 457 plans based upon their years of service and pay grade.

These employees are Bryan Foster, Mike Allen, Bob Rushforth, Brodie Houston, Chuck Blackford, Bobbie Gorrell, and Tony Howard. These payments are for a period of 7 years ending in December 2008.

457 Supplemental Retirement Plan

Professional police officers can contribute additional (pre tax) funds into their 457 plan of choice to further supplement their retirement if they so desire.

Town Matching Contribution

There is no matching program for Professional police personnel.

Attachment B

HOLIDAY PAY SCHEDULE -

Police officers are permitted to "select" their "Holidays" as additional vacation days scheduled with their supervisor. The number of holidays approved by the council is the same number of holidays offered to police officers.

Professional Fire Personnel

INSURANCE

HEALTH, LIFE, DENTAL, EYE, WORKERS COMPENSATION – As provided for all employees

SOCIAL SECURITY / MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Civilian PERF – One remaining fire personnel, Bob Smith is part of the Civilian PERF retirement program.

Civilian PERF – 9.00% (2007) is contributed by the town for the PERF program (Public Employees Retirement Fund)

1. 3% is contributed on behalf of the employee (employee's contribution) and identified in a private account for the employee. This money is available to the employee if they would resign from the town. Once the employee begins to draw a retirement check from PERF this fund may be used to supplement that monthly retirement or received in full at retirement.
2. 6.00% is contributed for the employee (town's contribution) and is intended to fund the retirement program for all state employees through the PERF program

Attachment B

Police and Fire PERF

Professional Fire personnel are covered by a state sponsored retirement plan that is referred to as the "1977 Police and Fire PERF program". This program began in 2000 for the Westfield Fire Department.

1. 21% of the "Senior Fire Fighter" base salary plus longevity is contributed by the town to the POLICE AND FIRE PERF program
2. 6% is deducted from each fire personnel's bi-weekly pay to make an additional contribution to this plan.

Buy Back Plan

Because of significant previous years of service to the Town of Westfield before the new "POLICE AND FIRE PERF Program" was put into place, the Town is required to make additional payments into the state POLICE AND FIRE PERF program for a period of 10 years ending in December 2011 to make up for past years of "non contributions". This "Buy Back" is for selected fire personnel that have been with the Fire department for an extended period of time. These additional contributions over a 10 year period are placed into the general retirement fund at the state level for police and fire pensions.

457 Supplemental Retirement Plan

Professional Fire personnel can contribute additional funds into their 457 plan of choice (Valic, National Retirement Solutions, or The Hartford) to further supplement their retirement.

Town Matching Contribution (fire civilian PERF personnel only)

To encourage employee participation in the 457 plans, the town makes a matching contribution of \$.50 for each \$1.00 contributed up to 6% of base pay for all civilian PERF professional fire personnel (Identified in retirement section above). This matching contribution is made in June and December of each year.

HOLIDAY PAY SCHEDULE

Fire personnel are permitted to "select" their Holidays as additional vacation days scheduled with their supervisor. The number of holidays approved by the council for professional fire personnel is four (4).

Longevity Pay 2007
Schedule 1
[For Professional Police and Fire Personnel]

| <u>Hire Year</u> | <u>Longevity Pay Begins January of this Year</u> | <u>Years Longevity in 2007</u> | <u>Longevity Pay in 2007</u> |
|-------------------|--|--------------------------------|------------------------------|
| 2006 | 2008 | 0 | |
| 2005 | 2007 | 1 | \$150.00 |
| 2004 | 2006 | 2 | \$300.00 |
| 2003 | 2005 | 3 | \$450.00 |
| 2002 | 2004 | 4 | \$600.00 |
| 2001 | 2003 | 5 | \$750.00 |
| 2000 | 2002 | 6 | \$900.00 |
| 1999 | 2001 | 7 | \$1,050.00 |
| 1998 | 2000 | 8 | \$1,200.00 |
| 1997 | 1999 | 9 | \$1,350.00 |
| 1996 | 1998 | 10 | \$1,500.00 |
| 1995 | 1997 | 11 | \$1,650.00 |
| 1994 | 1996 | 12 | \$1,800.00 |
| 1993 | 1995 | 13 | \$1,950.00 |
| 1992 | 1994 | 14 | \$2,100.00 |
| 1991 | 1993 | 15 | \$2,250.00 |
| 1990 | 1992 | 16 | \$2,400.00 |
| 1989 | 1991 | 17 | \$2,550.00 |
| 1988 | 1990 | 18 | \$2,700.00 |
| 1987 | 1989 | 19 | \$2,850.00 |
| 1986 | 1988 | 20 | \$3,000.00 |
| 1985 and previous | 1987 | 20 | |

ATTACHMENT C

Policy: AD-06-12

Policy Title: Position Classification Plan Policy

Policy Purpose: Identifies objectives, positions, duties, titles, qualifications, responsibilities, and provisions for reclassification.

Implementation Date: 01/01/2007

Revision Date: NA

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

POSITION CLASSIFICATION PLAN POLICY

| Division | Code * | Position Title | Grade ** | Stipend *** | FTE |
|--------------------|-----------|-------------------------------------|-------------|----------------|-----|
| Administration = A | A | Director | F1-F5 | N/A | 1 |
| | A | Division Manger | E1-E5 | 1, 2, or 3 | 1 |
| | A | Utilities Superintendent | D1-D5 | 1, 2, or 3 | 1 |
| | R | Office Manager | C1-C5 | 1, 2, or 3 | 1 |
| | D | Director of First Impressions | B1-B5 | 1, 2, or 3 | 1 |
| | P | Accounting Specialist | C1-C5 | 1, 2, or 3 | 1 |
| | R | Information Specialist | C1-C5 | 1, 2, or 3 | 1 |
| | P | Safety and Loss Control Coordinator | D1-D5 | 1, 2, or 3 | 1 |
| | R | Public Relations | C1-C5 | 1, 2, or 3 | 1 |
| Water = W | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Field Service Representative | B1-B5 | 1, 2, or 3 | 3 |
| | S | Operator | C1-C5 | 1, 2, or 3 | 1 |
| | S | Relief Operator | C1-C5 | 1, 2, or 3 | 1 |
| | S | Meter Reader | A1-A5 | 1, 2, or 3 | 1 |
| | M | Laborer | A1-A5 | 1, 2, or 3 | 2 |
| Wastewater = WW | A | Plant Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Collection Foreman | C1-C5 | 1, 2, or 3 | 1 |
| | S | Plant Operator | C1-C5 | 1, 2, or 3 | 2 |
| | S | Lift Operator | B1-B5 | 1, 2, or 3 | 2 |
| | M | Laborer | A1-A5 | 1, 2, or 3 | 3 |
| | | | | | |
| | | | | | |

ATTACHMENT C

| | | | | | |
|--------------------------------------|---|---------------------------------|-------|------------|---|
| Street, Grounds, and Maintenance = S | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | S | Crew Leader | C1-C5 | 1, 2, or 3 | 1 |
| | S | Master Repairman | B1-B5 | 1, 2, or 3 | 1 |
| | S | Senior Equipment Operator | C1-C5 | 1, 2, or 3 | 1 |
| | M | Sign Maintenance Technician | B1-B5 | 1, 2, or 3 | 1 |
| | M | Tool Crib Attendant | C1-C5 | 1, 2, or 3 | 1 |
| | M | Custodian | B1-B5 | 1, 2, or 3 | 1 |
| | M | Street Laborer II | B1-B5 | 1, 2, or 3 | 1 |
| | M | Street Laborer | A1-A5 | 1, 2, or 3 | 4 |
| | M | G&M Laborer | A1-A5 | 1, 2, or 3 | 4 |
| | M | Part-Time Laborer | A0 | 1, 2, or 3 | 5 |
| Instrumentation and Control = I | A | Supervisor | E1-E5 | 1, 2, or 3 | 1 |
| Customer Service = C | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | D | Billing Clerk | C1-C5 | 1, 2, or 3 | 1 |
| | D | Customer Service Representative | B1-B5 | 1, 2, or 3 | 1 |
| | D | Inquiries Clerk | A1-A5 | 1, 2, or 3 | 2 |
| Development Construction = D | P | Engineer | E1-E5 | 1, 2, or 3 | 1 |
| | A | Engineering Assistant | D1-D5 | 1, 2, or 3 | 1 |
| | A | Supervisor | D1-D5 | 1, 2, or 3 | 1 |
| | T | Engineering Technician | D1-D5 | 1, 2, or 3 | 1 |
| | T | Plan Reviewer | C1-C5 | 1, 2, or 3 | 2 |
| | T | Senior Inspector | D1-D5 | 1, 2, or 3 | 1 |
| | T | Inspector | C1-C5 | 1, 2, or 3 | 2 |
| | T | Encroachment Inspector | C1-C5 | 1, 2, or 3 | 1 |
| | T | Erosion Control Inspector | C1-C5 | 1, 2, or 3 | 1 |
| Geographical Information System = G | P | Coordinator | E1-E5 | 1, 2, or 3 | 1 |
| | T | Technician I | D1-D5 | 1, 2, or 3 | 2 |
| | T | Technician II | C1-C5 | 1, 2, or 3 | 1 |

* A= Officials and Administrators
 P= Professionals
 T= Technicians
 R= Para-Professionals
 D= Administrative Support
 S= Skilled Craft Workers
 M= Service/Maintenance Workers

**

| Grade | Compensation Band (per annum) |
|-------|-------------------------------|
| A0 | \$10.50/hr |
| A1 | 22,051 - 23,154 |
| A2 | 23,155 - 24,313 |
| A3 | 24,314 - 25,530 |
| A4 | 25,531 - 26,808 |
| A5 | 26,809 - 28,149 |
| B1 | 28,150 - 29,558 |
| B2 | 29,559 - 31,037 |
| B3 | 31,038 - 31,039 |
| B4 | 31,040 - 32,592 |
| B5 | 32,593 - 34,223 |
| C1 | 34,224 - 35,935 |
| C2 | 35,936 - 37,733 |
| C3 | 37,734 - 39,621 |
| C4 | 39,622 - 41,603 |
| C5 | 41,604 - 43,684 |
| D1 | 43,685 - 45,869 |
| D2 | 45,870 - 48,163 |
| D3 | 48,164 - 50,572 |
| D4 | 50,573 - 55,202 |
| D5 | 55,203 - 57,963 |
| E1 | 57,964 - 60,862 |
| E2 | 60,863 - 63,906 |
| E3 | 63,907 - 67,102 |
| E4 | 67,103 - 70,458 |
| E5 | 70,459 - 73,982 |
| F1 | 73,983 - 77,588 |
| F2 | 77,589 - 81,468 |
| F3 | 81,469 - 85,542 |
| F4 | 85,543 - 89,820 |
| F5 | 89,821 - 94,312 |

| Stipend | Operator Certifications | Compensation (hourly wage value) |
|---------|----------------------------|--|
| 1 | One Certification | \$0.24 |
| 2 | Two Certifications | \$0.48 |
| 3 | Three Certifications | \$0.72 |